

# eMARS 801 Inventory



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eMARS Training

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# eMARS Inventory

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## 1 – Orientation

This course will introduce you to how the Commonwealth of Kentucky uses eMARS to run the Inventory process. eMARS houses the inventory data as well as all purchasing documents, receiver documents, and payments for inventory. For agencies currently using the Inventory subsystem in MARS, the Inventory functionality in eMARS is very similar.

Currently, the only agency to use the Inventory system is the Department of Corrections, which tracks inventory items located at their warehouses and/or kitchens. These facilities stock clothing, toiletries, food and cleaning supplies. For those agencies that do not use MARS for inventory processing, the implementation of eMARS offers a mechanism to track inventory items that may be located in a small supply cabinet, which is located within a much larger physical storage facility.

### Prerequisites

You should have completed the following course before continuing:

- eMARS 101 Intro to eMARS

### Learning Objectives

At the conclusion of this session, you will be able to:

- Review the Purchasing Inventory Process
  - Access Procurement documents: Master Agreements (MA), Delivery Order (DO), and Purchase Order (PO) to view the relationship between Procurement and Inventory
  - Order off an MA using the commodity search feature Universal Requestor Catalog Search (URCATS)
- Review the following Inventory documents:
  - Access Inventory documents: Receiver (RC), Inventory Adjustment (IA), Over-the-Counter (OC), Transfer Issue (TI), Transfer Receiver (TR) and Stock Return (SN) document
  - Practice all Inventory documents and complete them
  - Review the approval and override process for all Inventory documents
  - Review Accounting Templates and their specific use in the Inventory model
- View Inventory tables—Inventory Maintenance (INVN) and Inventory Inquiry (INVNQ)
- Review the Inventory Freeze batch process
- View Inventory Reports

### Changes and Improvements

- eMARS is a web-based application, whereas MARS was server-based. Therefore, the user will connect to eMARS through a web-browser (i.e. Internet Explorer) verses an application loaded to their computer

- In MARS, there was no use of the Stock Transfer Issue (TI) and the Stock Transfer Receipt (TR) documents. In order to assist the tracking of inventory in eMARS, the TI and TR are used
- A five-digit commodity code is used in eMARS, instead of an 11-digit code, which was used in MARS. This code is also referred to as the Stock Item Number
- A three character alphanumeric suffix code is used in eMARS, instead of a 3-digit numeric suffix code, which was used in MARS. This item is referred to as a stock item suffix
- The stock item suffix code is used to act as a descriptor for the commodity code to differentiate the size, color, type, etc of the items. It now plays a larger role in eMARS than it did in MARS

For example, in MARS, the commodity code for “Staff pants”, specifically New Trousers Officer Male Size 26 was 20085880000 with a suffix code of 026. In eMARS, the commodity code is 20085 with a suffix code of A26, which equals New Trousers Officer Male Size 26.

### Document Code Crosswalk

The following table displays Inventory document codes currently used by end-users in MARS and the corresponding new Inventory document codes in eMARS.

Business Process	MARS		eMARS	
	Document Code	Description	Document Code	Description
Issuing Stock Items	OC	Over-the-Counter	OC	Over-the-Counter
Stock Return	SN	Stock Return	SN	Stock Return
Inventory Adjustment	IA	Inventory Adjustment	IA	Inventory Adjustment
Inventory Purchasing	PD Purchase Order	Inventory Purchase	PO	Purchase Order
Inventory Purchasing	PD Delivery Order	Inventory Purchase	DO	Delivery Order
Receiving Items into Stock	IP	Inventory Receipt	RC	Receiver
Inventory Payment	P1	Inventory Payment	PRC	Payment Request
Inventory Payment	PD Invoice	Inventory Payment	PRC/PRM	Payment Request/Matching Payment Request

## Process Flow

Outlined below are the typical steps taken by the Business Office and the Warehouse, and their responsibilities when going through the Inventory Business Processes.

Warehouse	Business Office
	1. Order Items from Master Agreement (MA)
	2. DO & PO creation
	3. DO & PO approval
4. RC document creation once goods accepted.	
5. RC approval Warehouse Supervisor	
6. Adjust any Inventory with IA document	
7. IA approval Fiscal Manager or Property Officer Supervisor	
8. Issue inventory (OC)	
9. OC approval Warehouse Supervisor	
10. SN document creation upon a Stock Return	
11. SN approval Warehouse Supervisor	
12. Finance Cabinet Controller's Office runs the Inventory Freeze batch process once a year	

## 2 – Purchasing Inventory

The inventory process begins when a warehouse decides to purchase inventory, and then on-hand quantities are updated when the Receiver (RC) document references the original purchase order document, meaning the inventory has been received by the intended warehouse. Please note that referencing documents will be discussed later in this course when creating a Receiver (RC) document, a Stock Return (SN) document and a Stock Transfer Receipt (TR) document.

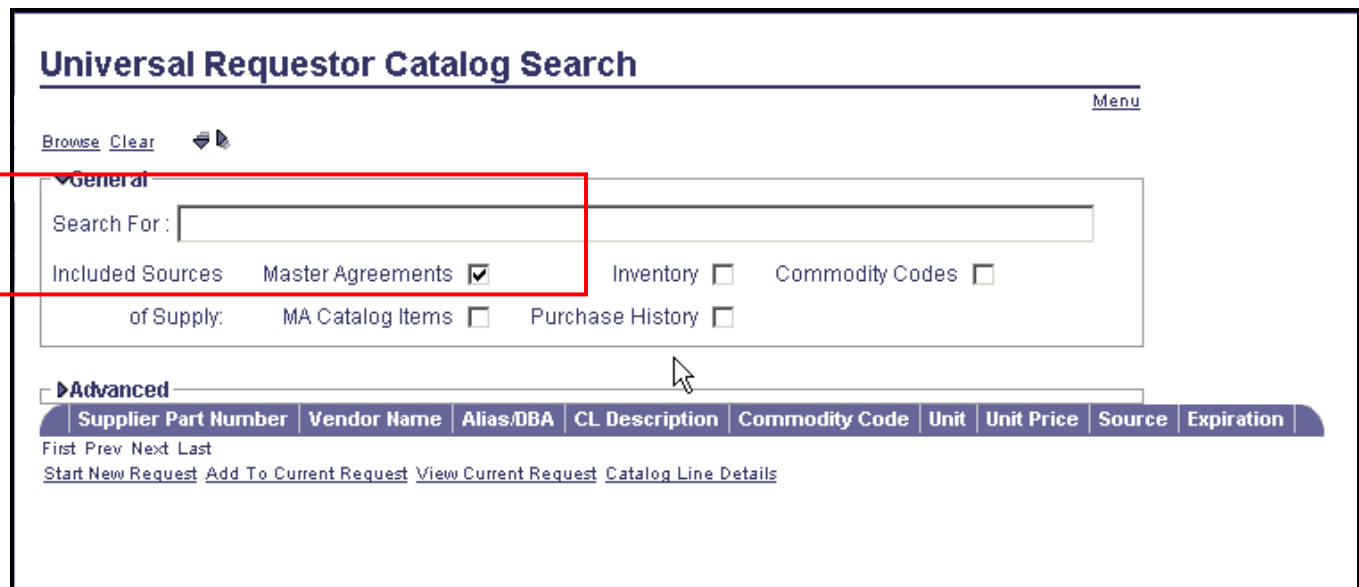
The stock item number is used to track the commodity in the system. This stock item number is the commodity code with an optional suffix. NOTE: The Department of Corrections uses the stock item suffix in eMARS to give better descriptions. Therefore, stock items are registered with the stock item number on both the Purchase Order (PO) and Delivery Order (DO) documents.

A Master Agreement (MA) sets prices, terms, and conditions by which the client can purchase itemized goods or services from a vendor at a negotiated price. A Master Agreement does not commit the client to make a purchase and, therefore, carries no accounting information. Purchases that are made from an approved Master Agreement are called Delivery Orders (DO). You create a DO from the Universal Requestor Catalog Search (URCATS) page. Once the DO is submitted, you are able to receive against this document with an RC.


## Search for a Commodity using the Universal Requestor Catalog Search (URCATS) page

From **Page Search**, enter **URCATS** in the **Page Code** field. The Universal Requestor Catalog Search page opens.

Select the **Master Agreements** box and click **Browse**



**Universal Requestor Catalog Search**

[Browse](#) [Clear](#) 

[Menu](#)

**General**

Search For:

Included Sources ☐ Master Agreements ☒ Inventory ☐ Commodity Codes ☐

of Supply: MA Catalog Items ☐ Purchase History ☐

**Advanced**

Supplier	Part Number	Vendor Name	Alias/DBA	CL Description	Commodity Code	Unit	Unit Price	Source	Expiration
First Prev Next Last									
<a href="#">Start New Request</a> <a href="#">Add To Current Request</a> <a href="#">View Current Request</a> <a href="#">Catalog Line Details</a>									

**Go to Exercise 2 to Search for a Commodity using URCATS and create an DO document**

## Review the Purchasing process

Since Inventory Management and Procurement are integrated, some of the procurement transactions, such as Purchase Orders (PO) and Receiver Documents (RC) update the inventory tables. For example, when a Purchase Order (PO) that contains warehouse information is accepted by eMARS, **On Order Quantity** and **Next Delivery Date** fields are updated on the Inventory Inquiry (INVNQ) table for inventory items. The INVNQ shows the amount of inventory available in the warehouse.

From **Page Search**, enter **INVNQ** in the **Page Code** field. The Inventory Inquiry page opens.

[Close](#)  
**Inventory Details**  
[General Information](#)  
[Quantities](#)  
[Dates](#)  
[Location](#)  
**Reorder Information**


## Inventory Inquiry

[Menu](#) [Quick Search](#)

**Inventory Details**

Warehouse	Stock Item	Description	Unit Price	Available	Primary Bin
WHTST3	10006 RED	Universal Widget	2.000000	42.00000	1
✓ WHTST3	10007	Office Chair	9.938661	728.00000	1
WHTST3	10008	Parking Cone	11.000000	854.00000	1
WHTST3	10008 100	Parking Cone 100	0.000000	0.00000	1
WHTST3	10008 200	Parking Cone 200	0.000000	0.00000	1


[First](#) [Prev](#) [Next](#) [Last](#)


[Search](#) 


**General Information**

**Quantities**


On Hand : 732.00000


Reserved :  


Released :  

In Transfer :  

Available : 728.00000

Backordered :  

**On Order :  **

Currently Requested :  

Maximum Issue :

Minimum Issue :

Last Count : 753.00000

**Dates**

First Receipt : 07/27/2005    Last Issued : 01/19/2006

Last Ordered : 01/20/2006    Last Transfer : 08/04/2005

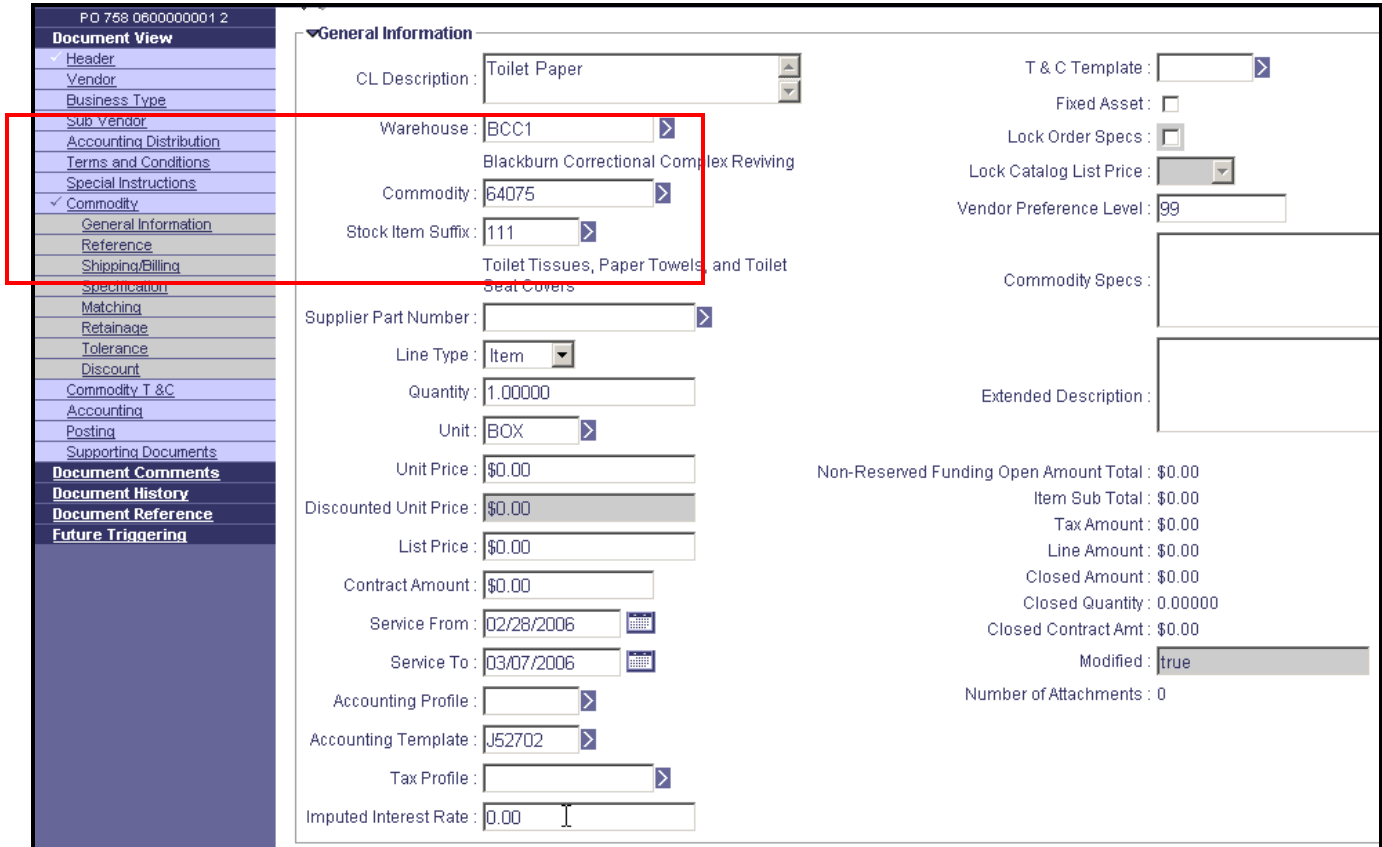
**Next Delivery :**    Last Counted : 01/18/2006

**Location**

[Top](#)  
[Inventory Maintenance](#)    [Inventory Usage](#)    [Warehouse Maintenance](#)

The Payment Request Commodity (PRC) is an Accounts Payable document that functions as the bridge document linking procurement with Accounts Payable and Inventory. The PRC is used to pay for warehouse items and to update the extended cost on the inventory tables.

In order to process Inventory transactions using the Purchase Order, users have to enter the valid Warehouse on the Purchase Order (PO) **Header** and valid **Commodity code** and **Stock Item** suffix (Optional) in the **Commodity** section.



PO 758 0600000001 2

**Document View**

- Header
- Vendor
- Business Type
- Sub Vendor
- Accounting Distribution
- Terms and Conditions
- Special Instructions
- Commodity
- General Information
- Reference
- Shipping/Billing
- Specification
- Matching
- Retainage
- Tolerance
- Discount
- Commodity T & C
- Accounting
- Posting
- Supporting Documents
- Document Comments
- Document History
- Document Reference
- Future Triggering

**General Information**

CL Description : Toilet Paper

Warehouse : BCC1  
Blackburn Correctional Complex Reviving

Commodity : 64075  
Toilet Tissues, Paper Towels, and Toilet Seat Covers

Stock Item Suffix : 111

Supplier Part Number :

Line Type : Item

Quantity : 1.00000

Unit : BOX

Unit Price : \$0.00

Discounted Unit Price : \$0.00

List Price : \$0.00

Contract Amount : \$0.00

Service From : 02/28/2006

Service To : 03/07/2006

Accounting Profile :

Accounting Template : J52702

Tax Profile :

Imputed Interest Rate : 0.00

T & C Template :

Fixed Asset : ☐

Lock Order Specs : ☐

Lock Catalog List Price :

Vendor Preference Level : 99

Commodity Specs :

Extended Description :

Non-Reserved Funding Open Amount Total : \$0.00

Item Sub Total : \$0.00

Tax Amount : \$0.00

Line Amount : \$0.00

Closed Amount : \$0.00

Closed Quantity : 0.00000

Closed Contract Amt : \$0.00

Modified : true

Number of Attachments : 0

The following validations will be performed on the PO documents, when the user enters the valid Warehouse in the **Warehouse** field in the **Commodity** section:

- Entered Warehouse is valid on the Warehouse Table
- Entered Commodity code is marked as "Inventory Commodity" on the Commodity Table
- Entered Commodity code and Stock Item suffix are valid and Active on the Inventory Table
- Entered Commodity code and Stock Item suffix are not to be marked as Parent Stock Item on the Inventory Table
- The Unit of Measure entered on the Commodity line is the same as that of the Purchase unit entered on the Inventory Table
- The Accounting Method on the Warehouse and the Accounting Method on the Event Type Requirements table for the entered Event Type are the same.
- The Line Type is Item

## Go to Exercise 3 to Process a PO document

### 3 – Receiver Process

Once the Purchase Order is processed, those items that were ordered will need to be received.

A Receiver (RC) document involves the process whereby the governmental agency takes physical possession of the goods ordered. Quantities and Service Contract amounts are counted and recorded in the system. Completion of this process, triggers approval processing.

In order to process Inventory transactions using the Receiver, users have to enter a valid reference to a Purchase Order (PO) Document on the **Header**, as well as the number of items received and whether it is a **Final** or **Partial** receipt of inventory in the **Commodity** section.

*RC document referencing PO document*

RC - 758- 0600000002- 1- New- Draft Action Menu

**General Information**

Document Name :	Received Toilet Paper	Receiving Location :	111181
Allow Part. Rcpts. :	<input checked="" type="checkbox"/>	Received Date :	02/10/2006
Ref Doc Code :	PO	Receiver :	kziemer
Ref Doc Dept :	758		Kelly Ziemer
Ref Doc ID :	0600000001	Ext :	
			matt.gullicksrud@ky.gov

Procurement Folder : 33401  
Procurement Type : Sp-Auth Comp Bid Excep Good

**Extended Description**

**Document Information**

[Top](#)

Save Undo Print Validate Submit Close

### Number of items Received and Shipment Indicator (Partial/Final) demonstrated

RC 758 0600000002 1

Document View

Header

Vendor

Commodity

General Information

Tolerance Information

Document Comments

Document History

Document Reference

Future Triggering

RC - 758- 0600000002- 1- New- Draft

Action Menu

Commodity Line	Commodity	Received Qty	Rejected Qty	Received SC Amount	Total Qty Received
1	64075	10.00000	0.00000	\$0.00	1.00000

Insert New Line

Insert Copied Line

First

Prev

Go To

Next

Last

General Information

Line Type : Item

Commodity Match Type : 3

Ref Award Line : 1

MSDS Required : ☐

CL Description : Toilet Paper

MSDS Received : ☐

Commodity : 64075

Shipment Indicator : Final

Condition :

Stock Item Suffix :

Unit : CASE

Reason :

Ordered Qty : 1.00000

Received Qty : 1.00000

Rejected Qty : 0.00000

Comments :

Total Qty Received : 1.00000

Ordered SC Amount : \$0.00

Received SC Amount : \$0.00

Commodity Description : Toilet Tissues, Paper Towels, and Toilet Seat Covers

Tolerance Information

To complete the Inventory transactions using the Receiver, follow the Print Attachment process, which is detailed in Exercise 1.

The following validations will be performed on the RC documents when the referencing Purchase Order document contains a valid Warehouse in the **Warehouse** field in the **Commodity** section:

- Entered Warehouse is valid on the Warehouse Table
- Entered Warehouse matches the Warehouse entered on the referenced document
- Entered Commodity code is marked as "Inventory Commodity" on the Commodity Table
- Entered Commodity code and Stock Item suffix are valid and Active on the Inventory Table
- Entered Commodity code and Stock Item suffix are not be marked as Parent Stock Item on the Inventory Table
- The Unit of Measure entered on the Commodity line is the same as that of the Purchase unit entered on the Inventory Table
- Item is not marked as Frozen for Accounting
- The change in On Hand cannot cause a negative Available Quantity.
- The Line Type must be Item

NOTE: A Payment Request Commodity (PRM) document will automatically generate after the inventory is received.

## Go to Exercise 4 to Process a RC document

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### 4 – Approval Process and Overrides

All Inventory documents, except the TI and TR documents require approvals.

NOTE: In the Department of Corrections:

- For the RC, SN and OC documents, one level of approval is necessary and is initiated by the creator of the document
- Inventory and related documents including PO, DO and IA also require one level of approval. However, this level of approval cannot be applied by the creator. This approval will typically be applied by the creator's next line supervisor or the Property Officer Supervisor, as well as any necessary overrides

When a user submits a document into Workflow, eMARS will automatically validate the document. If no errors are encountered at that time, then the document will successfully submit into workflow, ready for the first approval level. If no errors are encountered upon the last approval of the document, the document is approved in a "Final" phase. However, if errors are encountered upon final approval, eMARS will automatically remove ALL approvals from the document and place the document back in "Draft" phase pending the submitter's corrections. The corrected document will have to be submitted again and all approvals applied.

---

### 5 – Stock Transfers

The Stock Transfer Issue (TI) document is the first step in transferring stock items from one storage facility to another. The TI marks a certain quantity of stock items as being in transfer. The originating storage facility that has the item to transfer starts the stock transfer process by completing the TI document. The receiving storage facility then completes a Stock Transfer Receipt (TR) document to complete the stock transfer process by recognizing the receipt of the transferred stock.

- A TI document can be modified or cancelled, as long as a TR document has not been submitted
- The TR document must reference the TI document
- The TR document cannot be cancelled
- If the quantity received on the TR document does not match the quantity issued on the TI document, the transfer is rejected
- The TR document reduces the on-hand quantity and in transfer amount of the stock item in the issuing storage facility and increases the on-hand quantity in the requesting storage facility
- If the transfer is between two related storage facilities, the change in location and the related inventory quantity adjustment is updated on the Inventory tables

- The Inventory Maintenance table (INVN) and the Inventory Inquiry (INVNQ) table are updated when TI and TR documents are processed. The INVN table is used to add and maintain stock items in inventory.

To add inventory, via the INVN table, click **Insert**. To maintain and view existing inventory, click **Search** and enter the appropriate information in the fields. In the case that an item has been added that exists at another warehouse, you can select the item from the list and click **Copy**. Then click the **Paste** button to insert the copied item into the table. Make sure to change the warehouse code for the warehouse the item is being added to. Once this is done, click **Save** and the new item will be added to your warehouse.

## Inventory Maintenance

[Menu](#) [Quick Search](#)

Warehouse	Stock Item	Description	Unit Price	Available	Primary Bin
✓ WHTEST4	10004	Vivo Yellow Highlighter	6.320000	600.00000	1
WHTEST4	10005	Spiral Notebook	0.000000	14.00000	1
WHTEST4	10006	Universal Widget	0.000000	56.00000	1
WHTEST4	10007	Office Chair	0.000000	11.00000	1
WHTEST1	10013	Posted Notes	0.000000	76.00000	1

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#)
[Search](#)

General Information

Pricing

Inferred COA Elements

Location

Reorder Information

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[Inventory Inquiry](#) [Warehouse Maintenance](#) [Item Group](#) [Inventory Usage](#)

http://162.114.104.151 - Search - Microsoft Inter...

Warehouse :

Warehouse Description :

Stock Item :

Stock Item Suffix :

Description :

Stock Group :

ABC Class :

Ok Clear Cancel

Done Internet

As stated and shown in Section 2 of this course, the INVNQ shows the amount of inventory available in the warehouse.



**Transfer Quantity** and **Received Quantity** must be equal for a TR document to be accepted.

TR 590 10140500000000000009 1

Document View

Header

Commodity

General Information

Reference

Extended Description

Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

TR - 590- 10140500000000000009- 1- New- Final

Action Menu

Line	Stock Item	Transfer Quantity	Received Quantity	Item Total Amount
1	10004	100.00000	100.00000	\$148.04

Insert New Line

Insert Copied Line

First Prev Go To Next Last

General Information

Stock Item : 10004

Transfer Quantity : 100.00000

Stock Item Suffix :

Unit Cost : 1.480439

Vivo Yellow Highlighter

Item Total Amount : \$148.04

Issue Unit : EA

Received Quantity : 100.00000

Reference

Extended Description

Top

Edit

Print

Copy Forward

Close

**Go to Exercise 5 to Process and Modify a TI and a TR document**

## 6 – Inventory Adjustment

This process refers to an inventory adjustment and an alternate method to transfer stock from a storage facility. Items that have been transferred (but not with the TI / TR process), lost, stolen, or have become obsolete can be written off the books to update the inventory quantity. This is accomplished by using an Inventory Adjustment (IA) document.

The Inventory Adjustment (IA) document allows storage facility management to adjust on-hand quantities or the per unit value of an item in inventory (storage facility management must indicate which change is being made). In order to change either the quantity or price, a manual adjustment is necessary and can be done by clicking **Commodity** in the Secondary Navigation panel and entering the change under the **Adjustment Information** section. Refer to the screen on the next page.

In most cases, the user may only adjust the price or quantity of an item on a single document line. The exception to this is if an item has been initially added to a warehouse or has an existing quantity with a unit cost of zero and no orders processed for that item in that warehouse.

- The IA document may be used whenever a discrepancy is found between what is on the shelf and what is recorded in the inventory system

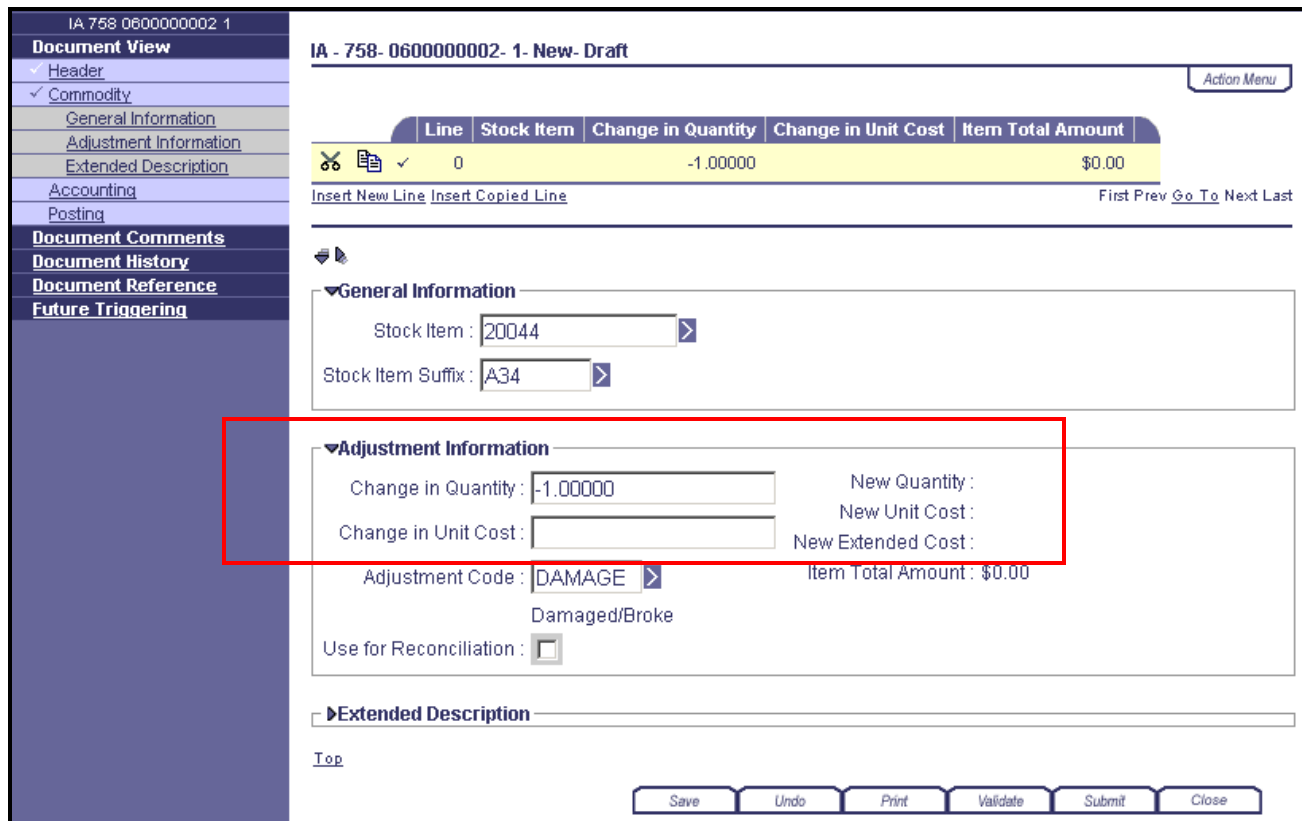
- These adjustments alter inventory quantities, cost of goods expense balances and total inventory value
- The IA can be used to set-up the initial unit cost and quantity of a new stock item
- Adjustments are classified by an adjustment code. The appropriate codes are defined in the Adjustment Code (ADJC) table
- Warehouse and Inventory codes are defined in Warehouse Table (WHSE) and Inventory Maintenance table (INVN)
- The Inventory Inquiry table (INVNQ) is updated when an IA document is processed

From the **Document Catalog**, enter **IA** in the **Code** field.

Click **Browse**. Select the IA document from the list and Click **Open**.

Click **Commodity** from the Secondary Navigation Panel and select the **Adjustment Information** subsection to view the box.

Information can be entered in the **Change in Quantity** and **Change in Unit Cost** fields.



Once submitted, Inventory Adjustment (IA) documents may **not** be modified or cancelled. Another Inventory Adjustment document must be created to reverse or adjust the effects of the original IA document.

To complete the Inventory transactions using the Inventory Adjustment, follow the Print Attachment process, which is detailed in Exercise 1.

## Go to Exercise 6 to Process an IA document

### 7 – Issue of Goods

The Over-the-Counter (OC) document allows the direct issue of goods from the warehouse. The Standard Requisition and Pick-and-Issue Cycle (Indirect Processing) will not be used in eMARS. Instead, Direct Processing will be used. This is where the OC document is requested and relayed directly to the warehouse; the warehouse either issues or delivers the goods. The OC document does not allow backordering and will not encumber funds.

When creating an OC document, the required fields are:

- **Header:** Warehouse, Requesting Unit, Issuer ID
- **Commodity:** Stock Item, Stock Item Suffix (may populate automatically), Requested Quantity and Unit Price populate automatically once the document is validated
- **Accounting:** Accounting Template (find your username in the drop down menu)

Several fields populate automatically when the document is Validated.

OC - 758- 0600000001- 1- New- Draft Action Menu

[Load Accounting Profile](#)

**Header**

**General Information**

Document Name :	Training Exercise 7	Warehouse :	LLC1
Record Date :		Requesting Unit :	UNIT
Budget FY :		Accounting Profile :	
Fiscal Year :		Issuer ID :	kziemer
Period :		Name :	Kelly Ziemer
Document Description :		Phone Number :	414-254-4170
Document Total Amount :	\$0.00	Phone Ext. :	
		Email :	matt.gullicksrud@ky.gov

**Extended Description**

**Document Information**

[Top](#)

[Save](#) [Undo](#) [Print](#) [Validate](#) [Submit](#) [Close](#)

Several fields populate automatically once the document is submitted

OC - 758- 0600000001- 1- New- Draft

Action Menu

[Load Accounting Profile](#)

Header

General Information

Document Name : Training Exercise 7

Warehouse : LLC1

Record Date : 1/12/2006

Budget FY : 2006

Fiscal Year : 2006

Period : 1

Requesting Unit : UNIT

Accounting Profile :

Issuer ID : kziemer

Name : Kelly Ziemer

Phone Number : 414-254-4170

Phone Ext. :

Email : matt.gullicksrud@ky.gov

Document Description :

Document Total Amount : \$0.00

Extended Description

Document Information

Top

Save

Undo

Print

Validate

Submit

Close

Once an OC document is submitted:

- On hand quantity is decreased and the issue date field updated
- Ledgers and tables updated—Inventory Maintenance (INVN) table and Inventory Inquiry (INVNQ)

To complete the Inventory transactions using the Over-the-Counter document, follow the Print Attachment process, which is detailed in Exercise 1.

### Modifying an OC document:

- Users can insert new Commodity Lines or Accounting Lines, change the **Requested Quantity**, change the **Unit Price** on the existing Commodity Line or cancel a line by modifying it to zero (changing the Unit Price may require an override)
- If the user enters the Requested Quantity or Unit Price, the entered values are considered as New Requested Quantity and New Unit Price and the modification document performs the calculations and updates only for the differential Quantity or differential Unit Price

- The user cannot change the **Warehouse, Stock Item Number, Stock Item Suffix** or the **Budget Fiscal Year**.

### Canceling an OC document:

- Users can cancel an existing Over-the-Counter document as long as the OC document has not been referenced by the Stock Return (SN) document
- The user is only allowed to enter the Fiscal year and the Accounting Period. All other fields are read-only on the Cancellation document
- When you cancel a document that has a version of *Final*, eMARS creates a cancellation version to provide a trail for that document. You must submit the Cancellation document to Final. This will change the original document to Historical (Final). When you cancel a document that has a version of *Draft*, eMARS removes the document from the Document Catalog table (that is, it does not create a cancellation version because that document had not been submitted).

**Go to Exercise 7 to Process, Modify and Cancel an OC document**

---

## 8 – Stock Return (SN) Process

Stock Return (SN) is the process of returning previously issued items to the inventory of the issuing storage facility, regardless of how the original issuance took place. When an item is returned, an SN document needs to be created.

For a standalone SN document, where the original OC document is not referenced, the user does not enter any information in the **Reference** section.

<b>SN - 758- 0600000001- 1- New- Draft</b>						<a href="#">Action Menu</a>
Line	Stock Item	Unit Price	Line Total	Description		
	✓ 1 62090 HY1	0.000000	\$0.00	Highlighter		
<a href="#">Insert New Line</a> <a href="#">Insert Copied Line</a>				<a href="#">First</a> <a href="#">Prev</a> <a href="#">Go To</a> <a href="#">Next</a> <a href="#">Last</a>		

**▼General Information**

Stock Item :  >

Stock Item Suffix :  >  
Highlighter

Accounting Profile :  >

Accounting Template :  >

Returned Quantity :

Unit Cost : 0.000000

Unit Price :

Issue Unit : EA

Line Sub Total : \$0.00

Returned Charge : \$0.00

Line Total : \$0.00

**▼Reference**

Ref Doc Code :    Ref Commodity Line :

Ref Doc Dept :

Ref Doc ID :

**▶Extended Description**

**Go to Exercise 8 to Process a standalone SN document**

If the original OC document is available, a user may use the Copy Forward function to create the SN document from the original OC document; in this case, the SN document references the OC document. Otherwise, a standalone SN document would need to be created.

From the **Document Catalog**, enter **OC** in **Code** field.

Click **Browse** and select an OC document.

Click **Copy Forward**.

Enter the information under “To Document” and Select **SN** as the Target Document Type,

Click **OK** in order to reference an OC document to an SN document.

## Copy Forward

Menu

From Document

Category: INV Doc Dept: 527

Type: OC Doc Unit: UNIT

Code: OC ID: 10100500000000000057

Select Entire Document: ☒ Version: 1

To Document

Doc. Department Code: 527 Document Id:

Unit Code: UNIT Auto Numbering: ☒

Target Doc Type	Target Doc Code	Description
✓ SN	SN	Create SN from OC

First Prev Next Last

OK

Cancel

## Go to Exercise 9 to Process an SN document, Referenced from an OC document

When an item is returned, the stock storage facility manager identifies and evaluates the product to determine if it is eligible for return to inventory, and its condition upon return, for example, item is damaged, etc. If the item in question is eligible for a return, the Stock Return (SN) document is processed to correct inventories at one or more locations. The item is then returned to inventory.

- The Stock Return (SN) document causes a reversal of the original Issue of Goods transaction. The SN document increases on-hand quantity for the item in inventory
- It correctly records the decrease in expense to the buyer and decrease in revenue for the seller
- If the item is not eligible for a return, then the customer is required to keep the item
- The Inventory Inquiry (INVNQ) and the Inventory Maintenance (INVN) tables are updated by the Stock Return (SN) document

To complete the Inventory transactions using the Stock Return, follow the Print Attachment process, which is detailed in Exercise 1.

## 9 – Inventory Freeze Quantity Change

The Physical Inventory Freeze batch process selects inventory items to freeze by warehouse or by one or more stock items within a warehouse. When the batch job runs, it flags and freezes items for the physical inventory count. The user can verify if an item is frozen by viewing the Inventory Inquiry (INVNQ) table. The **Frozen for Accounting** box will be checked.

Close
Inventory Details
General Information
Quantities
Dates
Location
Reorder Information

### Inventory Inquiry

Menu Quick Search

Warehouse	Stock Item	Description	Unit Price	Available	Primary Bin
WHTEST3	10016 S34	Pants Waist Size 34	125.400000	14.00000	1
WHTEST4	10016 S34	Pants Waist Size 34	0.000000	30.00000	1
WHTEST1	10016 S34	Pants Waist Size 34	0.000000	0.00000	1
✓ WHTEST2	10016 S34	Pants Waist Size 34	0.000000	502.00000	1

First Prev Next Last

Search

General Information

Warehouse : WHTEST2  
Warehouse Test 2  
Stock Item : 10016  
Stock Item Suffix : S34  
Description : Pants Waist Size 34  
Suggested Vendor :  
Quantity per Issue : 1.00000  
ABC Class : CLOTH  
Clothing - Pants, Shirts, etc.  
Stock Group :  
Parent Item :  
Frozen for Accounting : ☒  
Active : ☒  
Marked for Future Deletion : ☐

Unit Price : 0.000000  
Unit Cost : 0.000000  
Extended Cost : \$0.00  
Issue Unit : EA  
Purchase Unit : CASE  
Multiplier : 10  
Smaller Unit : Purchase Unit  
Standard Issue Pants  
Extended Description :  
Commodity Name : Pants  
Specifications :

While frozen, these items cannot be issued from the warehouse. eMARS uses the list of frozen items to print count tickets. When the count is complete, the user enters the actual count quantity on the Inventory Freeze Table (INVF).

Enter the **Actual Quantity** on the Inventory Freeze (INVF) table

## Inventory Freeze

[Menu](#)
[Quick Search](#)

Warehouse	Warehouse Description	Stock Item	Stock Item Description	Discrepancy
First Prev Next Last				

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

Warehouse :

Stock Item :

Stock Item Suffix :

Actual Quantity :

Adjustment Code :

Primary Bin :

Bin 1 :

Bin 2 :

Issue Unit :

Discrepancy : ☐

The batch program compares the count ticket quantity to the system quantity and generates the reconciling IA document. Ultimately, this process is intended to account for all inventory and post accurate inventory quantities to Inventory tables.

The Inventory Freeze batch process normally occurs once a year, at the end of the fiscal year, and is initiated by the Finance Cabinet Controller's Office.

## 10 – Accounting Templates

The use of accounting templates will simplify the entry of accounting information. An Accounting Template is selected from the Pick List in the Accounting subsection. The template will automatically populate the appropriate accounting element fields.

The Accounting Template field, which is a required field in order to submit a document, is found in the Accounting section. PO, DO, OC and SN documents require an accounting template.

If the object code field is populated in your accounting template, chose the appropriate object code based on these two situations:

1. If a warehouse is being used as a Storage Facility, like DOC does, then use the object code E320.
2. If the warehouse is being used as a source of revenue, then use the appropriate object code.

## 11 – Reporting


Nine reports have been discarded when transferring from the MARS system to the eMARS system. These three reports remain.

- PHYSICAL INVENTORY DISCREPANCY REPORT
- INVENTORY MANAGEMENT REPORT
- INVENTORY FREEZE REPORT

RUN DATE: 01-18-2006  
 RUN TIME: 11:23:14  
 Report ID: PIMF

YMS7  
 PHYSICAL INVENTORY COUNT CARD

PAGE: 1



Warehouse	Primary Bin	Bin 1	Bin 2	Stock Item	Issue Unit
WH0001	1			10004	EA

Vivo Yellow Highlighter

---

ACTUAL COUNT: \_\_\_\_\_

COUNTED BY: \_\_\_\_\_

## 12 – Session Summary

### Inventory Business Process

1. Purchasing Inventory—Purchasing Documents are created—PO, MA, DO
2. Receiving—Warehouse receives inventory. RC document created.
3. Stock Transfer—To transfer items between warehouses, a TI and TR document is created.
4. Inventory Adjustment—To adjust price or quantity of an item, the IA document is created.
5. Issue of goods—When the agency (Department of Corrections) wants to issue an inventory item to a third party (prisoner), an OC document is created. Goods are picked up immediately and backordering is avoided.
6. Stock Returns—If the third party returns the item, an SN document is created. The agency has the option to reference the OC document that refers to the specific item.
7. Approving—Documents in eMARS require at least one level of approval.
8. Inventory Freeze Process—To adjust actual quantity present in a warehouse, the Inventory Freeze process is run, and the actual quantity for the item is entered.
9. Inventory Tables—Inventory Maintenance (INVN) and Inventory Inquiry (INVNQ) tables are updated when documents are created and modified. This was demonstrated and discussed throughout the course.

## Review Questions

**Question #1: When inventory is transferred from warehouse A to warehouse B, what type of document does warehouse A create?**

<b>A</b>	OC
<b>B</b>	SN
<b>C</b>	TI
<b>D</b>	TR

**Question #2: What inventory table(s) is/are updated when documents are submitted?**

<b>A</b>	INVN
<b>B</b>	INVNQ
<b>C</b>	Both

**Question #3: Which of these documents are printed using the Print Attachment Process?**

<b>A</b>	RC
<b>B</b>	SN
<b>C</b>	TI
<b>D</b>	Both A & B

**Question #4: True or False: The suffix code/stock item suffix will be used in eMARS each time a stock item is created.**

<b>A</b>	True
<b>B</b>	False

**Question #5: Where do you verify if an item is Frozen for Accounting?**

<b>A</b>	INVNQ
<b>B</b>	INVN
<b>C</b>	WHSE
<b>D</b>	URCATS

**Question #6: True or False: An IA document cannot be modified or cancelled once it has been submitted.**

<b>A</b>	True
<b>B</b>	False

**Question #7: On a RC document, which section on the Secondary Navigation bar leads you to the Shipment Indicator (where you are able to select partial or final shipment)?**

<b>A</b>	<u>Commodity</u>
<b>B</b>	<u>Header</u>
<b>C</b>	<u>Vendor</u>

**Question #8: What is the name of the table that is used to order Commodities?**

<b>A</b>	URCATS
<b>B</b>	COMM
<b>C</b>	INVN
<b>D</b>	INVNQ

**Question #9: Which of the following are responsibilities of the Warehouse/Storage Facility?**

<b>A</b>	Adjust Inventory with an IA document
<b>B</b>	Order Items from MA
<b>C</b>	DO & PO Approval
<b>D</b>	A & B

This page left blank intentionally

## Exercises

**NOTE:** These exercises may also be run within our eMARS Learning Environment. For access please see the eMARS website (<http://finance.ky.gov/internal/emars/>)

**Exercise 1** — Print Attachment Process

**Exercise 2** — Search for a Commodity using URCATS and create a DO document

**Exercise 3** — Purchasing Inventory with a PO document

**Exercise 4** — Create a Receiver (RC) document to Receive goods

**Exercise 5** — Stock Transfers—Create TI & TR documents

**Exercise 6** — Inventory Adjustment—Create an IA document

**Exercise 7** — Issue of Goods—Create an Over-the-Counter (OC) document

**Exercise 8** — Create a Stand Alone Stock Return (SN) document

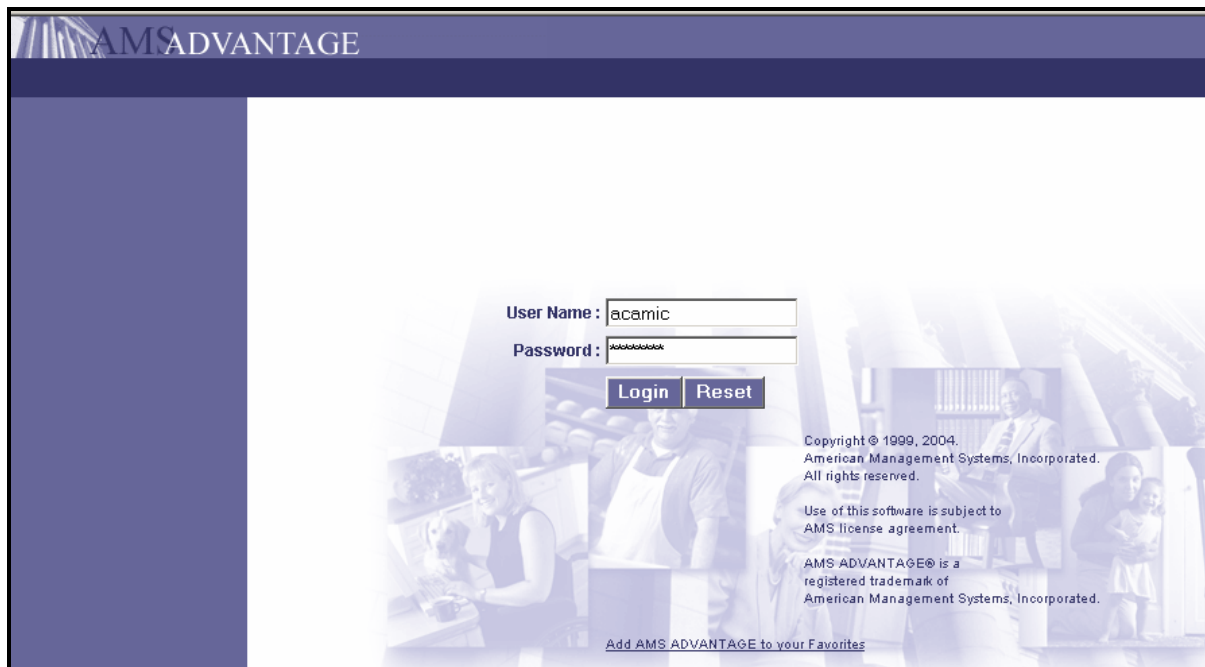
**Exercise 9** — Create a Stock Return (SN) document referencing an OC document

## Exercise — Logging In to eMARS

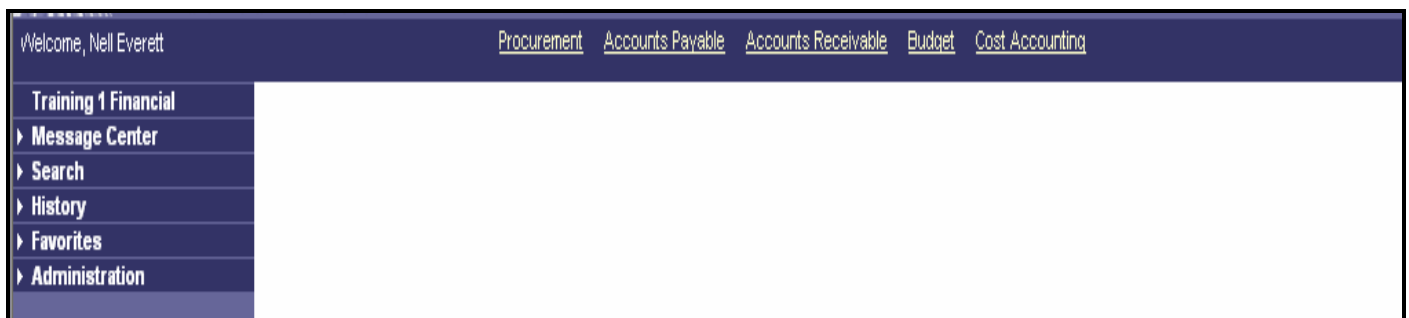
You will use a Student ID to access the training database during class. These IDs are only set up for the training environment. Your User ID for the production environment will be assigned along with a new password when eMARS is implemented.

From the Login page, enter the following information:

Required Fields	Values
User Name	Enter your Student ID posted on the Student Card. <b>NOTE: User Names are case sensitive.</b>
Password	Enter your Password and click <b>Login</b> . <b>NOTE: Passwords are case sensitive.</b>



The Home Page appears.



## Exercise 1 — Print Attachment Process

### Scenario

There are 4 different documents within Inventory that will have Form PDF Print Attachments. Those documents are: RC, SN, OC and IA.

### Task Overview

Login to eMARS using your Student ID and password. Attach and Print the attachment.

### Procedures

1. From the Secondary Navigation Panel, click on **Search**
2. Click **Document Catalog**. Enter the following information:

Required Fields	Values
Code	RC
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Please Refer to your Student Card

**NOTE:** This exercise uses the RC document as an example. The SN, OC and IA documents also follow this process. Therefore, you would enter the **Code, Dept, Unit** and **ID** that are specific to the document.

3. Click **Browse**.
4. Click on the ID # in the yellow highlighted line. The document page opens.
5. At the bottom of the screen, click **Print**. The print screen opens and allows you to choose a few print options.
6. Select **Attachment of PDF Files** from the **Print Resource** field
7. Click **Print**. A message is returned *Document print job was submitted successfully*. The form will attach to the document. The attachment process could take a couple of minutes.

**NOTE:** If you receive errors, you can click on the View Error Messages.

8. Click **Action Menu: Attachment** to see if the form has been attached to the document.
9. Click **Download** and **Open**. The PDF Attachment opens.

Kentucky UNBROKEN SPIRIT		Commonwealth of Kentucky Receiver (RC) Document				Page 1 of				
RC	527 05000028 1	Document Title:		Referenced Doc	Print Date:	01/24/06				
USER ID:	rwashabaugh	Test Receiver Document 1		DO	Received Date:	08/30/05				
Line #	Item #	Suffix	Description	Warehouse	Cost	Unit	Ord	Rec	Rej	Total Rec
1	10004		Vlvo Yellow Highlighter	WHTEST1	\$24.00	CASE	10	10	0	10

**NOTE:** You can now decide to email, save or print your attachment.

10. Click **Close** to exit the document.

## Exercise 2 — Purchasing Inventory with a DO document

### Scenario

The Business Office needs to order inventory—15 uniform pants size 32 and 10 uniform pants size 34. In this situation, the office will search for the pants using the Universal Requestor Catalog Search (URCATS) and create a Universal Requestor (UR) document, which will automatically generate a DO document, to record the purchase of inventory.

### Task Overview

Login to eMARS using your Student ID and password and search for URCATS.

### Procedures

1. Click **Search** from the Secondary Navigation panel. Open **Page Search** and enter URCATS in the **Page Code** field.
2. Click on the **UR Catalog Search** link. The Universal Requestor Catalog Search page opens.
3. In the **Search for** field, enter **Pants**.
4. Uncheck the following boxes: **Inventory**, **Commodity Codes**, **MA Catalog Items** and **Purchase History**. The only box checked is **MA Agreements**. Click **Browse**.
5. Check the boxes for the lines that contain “Pants Waist Size 32” and “Pants Waist Size 34” in the CL Description column.
6. Click **Start New Request**.

### Universal Requestor Catalog Search

[Menu](#)

[Browse](#) [Clear](#)

▼General

Search For:

Included Sources    Master Agreements ☒    Inventory ☐    Commodity Codes ☐  
of Supply:    MA Catalog Items ☐    Purchase History ☐

▶Advanced

	Supplier Part Number	Vendor Name	Alias/DBA	CL Description	Commodity Code	Unit	Unit Price	Source	Expiration
<input checked="" type="checkbox"/>		Cintas		Uniform Pants - Waist Size 32	20044	CASE	\$14.00	<a href="#">MA 758 0600000004</a>	1/1/07
<input checked="" type="checkbox"/>		Cintas		Uniform Pants - Waist Size 34	20044	CASE	\$15.00	<a href="#">MA 758 0600000004</a>	1/1/07

[First](#) [Prev](#) [Next](#) [Last](#)  
[Start New Request](#) [Add To Current Request](#) [View Current Request](#) [Catalog Line Details](#)

7. The Catalog Comparison Sheet page opens. Enter the following information for Pants Waist Size 32:

Required Fields	Values
Request	Check the box
Quantity	15.
Shipping Location	111181 (Use the arrow and under location name put in *BCC*)
Accounting Template	Please Refer to your Student ID card
Delivery Date	Enter the date for tomorrow here
Requesting Unit	UNIT

8. Click **Save**

9. The Catalog Comparison Sheet page opens. Enter the following information for Pants Waist Size 34:

Required Fields	Values
Request	Check the box
Quantity	10
Shipping Location	111181 (Use the arrow and under location name put in *BCC*)
Accounting Template	Please Refer to your Student ID card
Delivery Date	Enter the date for tomorrow here
Requesting Unit	UNIT

10. Click **Save**

11. Click **Create Request.**

## Catalog Comparison Sheet

Menu Quick Search

Request	Quantity	Supplier Part Number	Commodity	CL Description	Description	Unit	Unit Price
✓ <input checked="" type="checkbox"/>	<input type="text" value="15.00000"/>		20044	Uniform Pants - Waist Size 32	Pants, Slacks, Trousers, Shorts, Jeans, etc.	CASE	\$14.00
<input checked="" type="checkbox"/>	<input type="text" value="10.00000"/>		20044	Uniform Pants - Waist Size 34	Pants, Slacks, Trousers, Shorts, Jeans, etc.	CASE	\$15.00

[Delete](#)
[Save](#)
[First](#)
[Prev](#)
[Next](#)
[Last](#)

[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

Shipping Location :

Accounting Template :

Delivery Date :

Requesting Unit :

Ship Whole Indicator : ☐

Warehouse :

[Create Request](#)
[Add Item to Request](#)
[Add Vendor Quotes](#)

12. The UR document page opens to the **Header** section.

13. Enter the following information in the **General Information** subsection:

Required Fields	Values
Document Name	Exercise 2
Document Description	Training Materials Exercise 2
Requestor ID	Click the Pick List and select StudentXX (where xx is your Student ID#)
Issuer ID	Will transfer from MA document
Billing Location	111180 (Use the arrow and under location name put in *BCC*)

UR 590 06000257 1

Document View

Step 1: Header
General Information
Contact
Extended Description
Additional Information
Document Information
Step 2: Accounting Distribution
Step 3: Commodity Group
Step 4: Commodity
Step 5: Accounting
Step 6: Comparison
Step 7: Created Documents
Document Comments
Document History
Document Reference
Future Triggering

UR - 590- 06000257- 1- New- Draft

Action Menu

Ship/Bill To Lines
Load Accounting Profile

General Information

Document Name :
Document Description :
Requestor ID :
Issuer ID :

Shipping Location :
Billing Location :
Delivery Date :
Accounting Profile :
Total of Header Attachments : 0
Total of All Attachments : 0
Generated Documents Successfully Processed :
Actual Amount : \$140.00

Contact

Extended Description

Additional Information

Document Information

Top

Save
Undo
Print
Validate
Submit
Close

14. Click **Commodity** from the Secondary Navigation panel. The page opens to the **General Information** section. You will see the information taken from the request you filled out earlier.
15. Click **Validate**. Click **Submit** after all the errors have been corrected.
16. Click **Step 7: Created Documents** from the Secondary Navigation panel. The page opens and a line for each commodity will be shown along with the DO that was created for it.
17. Click the DO that was created. This will show up as a line in the grid on the **Step 7: Created Documents** page.
18. The DO document page opens to the **Header** section. You will notice that the document is now a New Draft document in the Document Catalog.
19. Click the **Edit** button at the bottom of the page.
20. Enter the following information in the **General Information** subsection:

Required Fields	Values
Document Name	Will transfer from UR document
Document Description	Brief description of the document
Requestor ID	Click the Pick List and select StudentXX (where xx is your Student ID#)
Issuer ID	Will transfer from MA document
Procurement ID	24
Cited Authority	KRS 45A.470-G

21. Enter the following information in the **Contact** subsection:

Required Fields	Values
Requestor ID	Click the Pick List and select StudentXX (where xx is your Student ID#)

22. Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section. Notice there is two commodity lines. Enter the following information for Commodity Line 1, Pants:

Required Fields	Values
Stock Item Suffix	A34
Quantity	10
Accounting Template	Please Refer to your Student Card. Click <b>Save</b> .

23. Click **Insert New Line**. Enter the following information for Commodity Line 2, Pants:

Required Fields	Values
Stock Item Suffix	A32
Quantity	15
Accounting Template	Please Refer to your Student Card

24. Click **Validate**. Click **Submit** after all the errors have been corrected.

25. Click **Close** to exit the document.

This page intentionally left blank.

## Exercise 3 — Purchasing Inventory with a Purchase Order

### Scenario

The Business Office needs to order inventory—15 uniform pants, size 32. In this situation, a PO document is created to record the purchase of inventory.

### Task Overview

Login to eMARS using your Student ID and password and create a PO document.

### Procedures

1. Click **Search** from the Secondary Navigation panel. Select **Document Catalog** and click **Create**. A new page opens. Enter the following information.

Required Fields	Values
Code	PO
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Select Auto Numbering.

2. Click **Create**. The new PO document opens to the **General Information** section.

**Note:** Write down the Document ID number on your Student ID card. It is found at the top, left of the document. You will need it in when creating a RC document in Exercise 4, step 3.

3. Enter the following information:

Required Fields	Values
Document Name	Training Exercise 3
Document Description	Purchasing 15 Uniform Pants, size 32
Procurement Type ID	24 (Standard Goods)
Cited Authority	FAP 111-55-00-G (Small Purchase)
Default Form	PO1_FORM

**Note:** For all documents in Exercises 3-9, the Record Date, Budget FY, Fiscal Year, Period, Name, Phone Number and Email fields will automatically populate when the document is submitted. You do not need to enter any information in these fields.

4. Access the **Contact** section and enter the following information:

Required Fields	Values
Issuer ID	Automatically populates
Requestor ID	Click the Pick List and select StudentXX (where xx is your Student ID#)

PO 527 0800000002 1

Document View

Header

General Information

Reference

Contact

Modification

Extended Description

Default Shipping/Billing

Reporting

Document Information

Vendor

Business Type

Sub Vendor

Accounting Distribution

Terms and Conditions

Special Instructions

Commodity

Commodity T & C

Accounting

Posting

Supporting Documents

Document Comments

Document History

Document Reference

Future Triggering

Load T and C Ship/Bill To Lines

Load Accounting Profile

Assemble Document View Assembly Request

Header

General Information

Document Name : Training Exercise 3

Record Date :

Budget FY :

Fiscal Year :

Period :

Document Description : Purchasing 15 Uniform Pants, size 32

Actual Amount : \$0.00

Closed Amount : \$0.00

Closed Date :

PCard ID :

PCard Exp :

Procurement Folder :

Procurement Type : Small Purchase

Procurement Type ID : 21

Cited Authority : FAP 111-55-00-G

Accounting Profile :

Terms Template :

Confirmation Order : ☐

Default Form :

Last Print Date :

Total of Header Attachments : 0

Total of All Attachments : 0

Reference

Contact

Issuer ID : kziemer

Kelly Ziemer

matt.gullicksrud@ky.gov

Requestor ID : Student02

Team ID :

Buyer :

5. Click the **Vendor** link from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**. Enter the following information:

Required Fields	Values
Vendor	VC0000100026 (Use the arrow and search the Legal Name for "Cintas".)
Address Code	Click the Pick List and Select the address returned for your vendor
Vendor Contact Name	Robert Smith

Note: **Vendor Contact Name** and **Vendor Contact Phone** fields will automatically populate once the document is Validated.

Document View

Header

Vendor

Vendor

Discount

Business Type

Sub Vendor

Accounting Distribution

Terms and Conditions

Special Instructions

Commodity

Commodity T & C

Accounting

Posting

Supporting Documents

Document Comments

Document History

Document Reference

Future Triggering

PO - 527- 0600000002- 1- New- Draft

Action Menu

Load T and C Ship/Bill To Lines

Vendor Line	Vendor Customer	Legal Name	Line Amount	Modified
1	VC0000100026	Cintas	\$0.00	false

First Prev Go To Next Last

Vendor

Vendor Customer : VC0000100026

Vendor Contact ID :

Legal Name : Cintas

Vendor Contact Name :

Alias/DBA :

Vendor Contact Phone : 800-471-7824

Address Code : AD001

Vendor Contact Phone Ext. :

137 S Forbes Rd

Vendor Contact Email :

Lexington

Secondary Reason :

KY

Web Address http:// :

40515

Vendor Preference Level : 99

US

Modified : false

6. Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**.
7. Enter the following information in the **General Information** subsection:

Required Fields	Values
CL Description	Purchase pants for new hires
Warehouse	Click the browse arrow to the right of the field. Find BCC1 (Blackburn Correctional)
Commodity	Click the browse arrow to the right of the field. Find 20044 (Uniform Pants)
Suffix Item Suffix	Click the browse arrow to the right of the field. Find A32 (Size 32)
Quantity	15
Unit	Click the browse arrow to the right of the field. Find CASE
Accounting Template	Please Refer to your Student Card

PO 527 060000002 1

Document View

Header

Vendor

Business Type

Sub Vendor

Accounting Distribution

Terms and Conditions

Special Instructions

Commodity

General Information

Reference

Shipping/Billing

Specification

Matching

Retention

Tolerance

Discount

Commodity T & C

Accounting

Posting

Supporting Documents

Document Comments

Document History

Document Reference

Future Triggering

General Information

CL Description : Purchase Pants for New Hire

Warehouse : BCC1  
Blackburn Correctional Complex Reviving

Commodity : 20044

Stock Item Suffix : A32  
Pants, Slacks, Trousers, Shorts, Jeans, etc.

Supplier Part Number :

Line Type : Item

Quantity : 15.00000

Unit : CASE

Unit Price : \$0.00

Discounted Unit Price : \$0.00

List Price : \$0.00

Contract Amount : \$0.00

Service From : 3/21/2006

Service To : 3/28/2006

Accounting Profile :

Accounting Template :

Tax Profile :

Imputed Interest Rate : 0.00

T & C Template :

Fixed Asset : ☐

Lock Order Specs : ☐

Lock Catalog List Price : ☐

Vendor Preference Level : 99

Commodity Specs :

Extended Description :

Non-Reserved Funding Open Amount Total : \$0.00

Item Sub Total : \$0.00

Tax Amount : \$0.00

Line Amount : \$0.00

Closed Amount : \$0.00

Closed Quantity : 0.00000

Closed Contract Amt : \$0.00

Modified : false

Number of Attachments : 0

8. Enter the following information in the **Shipping/Billing** subsection:

Required Fields	Values
Shipping Location	Click the browse arrow to the right of the field. Find 527 BCC (111181)
Billing Location	Click the browse arrow to the right of the field. Find 527 BCC (111180)

Shipping/Billing

Shipping Location : 111181

527 BCC

429006

BLACKBURN CORRECTIONAL  
COMPLEX3111 SPURR ROAD

LEXINGTON

KY

40511

US

Billing Location : 111180

527 BCC

429006

BLACKBURN CORRECTIONAL  
COMPLEX3111 SPURR ROAD

LEXINGTON

KY

40511

US

Shipping Method :

Free On Board :

Delivery Date :

Delivery Type :

Additional Info :

Additional Info :

9. Click **Save**. Click **Validate**. Check for errors and correct them. Click **Validate** again.
10. Click **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*. The document is now a New Final document in the Document Catalog.
11. Click **Close** to exit the document.

This page intentionally left blank.

## Exercise 4 — Create an RC document to Receive goods

### Scenario

The Blackburn Correctional Complex (BCC1) has just received a shipment of 15 Uniform Pants, size 32 (from the PO that you created in Exercise 3). You need to complete a RC document to record your acceptance and receipt of the inventory.

### Task Overview

Login to eMARS using your Student ID and password and create a RC document.

### Procedures

1. Click **Search** from the Secondary Navigation panel. Open the **Document Catalog** and click **Create** to open a new page. Enter the following information.

Required Fields	Values
Code	RC
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Select Auto Numbering.

2. Click **Create**. The new RC document opens to the **General Information** section.

3. Enter the following information:

Required Fields	Values
Document Name	Training Exercise 4
Ref Doc Code	PO
Ref Doc Dept	Please refer to your Student ID card.
Ref Doc ID	Enter the ID you wrote down from Exercise 3, step 2
Receiving location	111181 (Use the arrow and under location name put in *BCC*)
Received date	Will automatically populate
Receiver	Will automatically populate

RC - 527- 0600000001- 1- New- Draft

Action Menu

▼General Information

Document Name : Training Exercise 4

Receiving Location :

Received Date :

Receiver : kziemer

Kelly Ziemer

Ext :

matt.gullicksrud@ky.gov

Allow Part. Recpts. : ☒

Ref Doc Code : PO

Ref Doc Dept :

Ref Doc ID :

Procurement Folder :

Procurement Type :

►Extended Description

►Document Information

Top

Save

Undo

Print

Validate

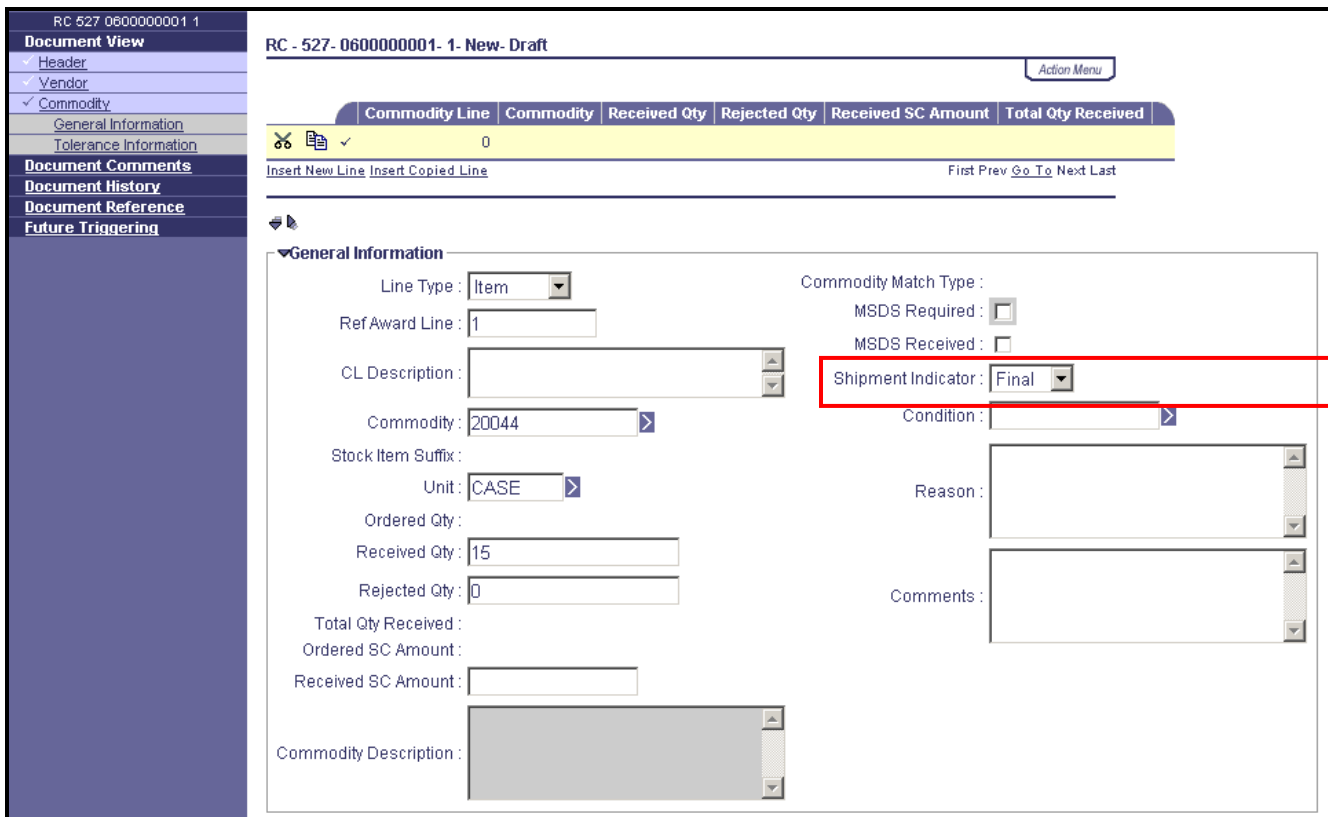
Submit

Close

4. Click **Vendor** from the Secondary Navigation panel. The page opens to the General Information section. Once the document is validated, the Vendor section automatically populates, as the PO is referenced.
5. Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**.
6. Enter the following information in the **General Information** section:

Required Fields	Values
Line Type	ITEM
Ref Award Line	1
Commodity	Click the browse arrow to the right of the field. Find 20044
UNIT	Click the browse arrow to the right of the field. Find CASE
Received Qty	15
Rejected Qty	0
Shipment Indicator	Scroll to <b>Final</b>

**NOTE:** When you enter 1 in the ref award line and click Validate, the other fields will populate.



RC 527 0600000001 1

**Document View**

- Header
- Vendor
- Commodity
- General Information
- Tolerance Information
- Document Comments
- Document History
- Document Reference
- Future Triggering

RC - 527- 0600000001- 1- New- Draft

Action Menu

Commodity Line Commodity Received Qty Rejected Qty Received SC Amount Total Qty Received

0

Insert New Line Insert Copied Line

First Prev Go To Next Last

**General Information**

Line Type: Item

Ref Award Line: 1

CL Description:

Commodity: 20044

Stock Item Suffix:

Unit: CASE

Ordered Qty:

Received Qty: 15

Rejected Qty: 0

Total Qty Received:

Ordered SC Amount:

Received SC Amount:

Commodity Description:

Commodity Match Type:

MSDS Required: ☐

MSDS Received: ☐

Shipment Indicator: Final

Condition:

Reason:

Comments:

7. Click **Save**. Click **Validate**. Check for errors and correct them. Click **Validate** again.

8. Click **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*. The document is now a New Final document in the Document Catalog.
9. Click **Print**. Walk through the Print Attachment Process that is explained in Exercise 1.
10. Click **Close** to exit the document.

## Exercise 5 — Stock Transfers with TI & TR documents

### Scenario

LLC1 needs 5 cases of Toilet Paper. Blackburn Correctional Complex (BCC1) has a surplus of Toilet Paper and agrees to send some to LLC1. BCC1 will complete a TI document to issue the transfer.

LLC1 realizes they only need 4 cases of Toilet Paper from BCC1. The TI document must be modified (remember that a TI document can only be modified if a TR document has not yet been submitted)

Once LLC1 receives the shipment, they will create a TR document, as they received the inventory.

### Task Overview

Login to eMARS using your Student ID and password and create a TI document to transfer items and TR document to receive the items. A TI document will also be modified.

1. You will create a TI document to issue the transfer of Toilet Paper from BCC1 to LLC1.
2. You will modify the TI document to adjust the amount being transferred.
3. You will create a TR document referencing the TI document upon receiving the Toilet Paper.

### Procedures

#### To Create TI document:

1. Click **Search** from the Secondary Navigation panel. Select the **Document Catalog** and click **Create** to open a new page. Enter the following information.

Required Fields	Values
Code	TI
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Select Auto Numbering.

2. Click **Create**. The new TI document opens to the **General Information** section.

**Note:** Write down the Document ID number on your student card under Exercise 5. It is found at the top left of the document. You will need it in step 12 when modifying and step 19 referencing the TI document to create the TR document.

3. Enter the following information:

Required Fields	Values
Document Name	Training Exercise 5 -- TI
Document Description	Transferring Toilet Paper

- Click the **Issuer Information** section. Enter the following information in the **Issuer Information** section:

Required Fields	Values
Issuer ID	Click the Pick List and select StudentXX (where xx is your Student ID#)
Issuing Warehouse	Click the browse arrow to the right of the field. Find BCC1
Issued Date	Today's Date
Delivery Date	A week from Today

- Click the **Receiving Information** section. Enter the following information in the **Receiving Information** section.

Required Fields	Values
Receiving Warehouse	Click the browse arrow to the right of the field. Find LLC1
Shipping Location	Will automatically populate once the document is Validated

TI 758 0600000001 1  
**Document View**  
Header  
General Information  
Issuer Information  
Receiving Information  
Extended Description  
Document Information  
Commodity  
Document Comments  
Document History  
Document Reference  
Future Triggering

**TI - 758-0600000001- 1- New- Draft**

Action Menu

**Header**  
▼General Information  
Document Name : Training Exercise-- 5 TI  
Record Date :  
Budget FY :  
Fiscal Year :  
Period :  
Document Description : Transferring Toilet Paper  
Closed Date :

▼Issuer Information  
Issuer ID : Student02  
Name :  
Phone Number :  
Phone Ext. :  
Email :  
Issuing Warehouse : BCC1  
Blackburn Correctional Complex  
Reviving  
Issued Date : 03/21/2006  
Delivery Date : 03/28/2006

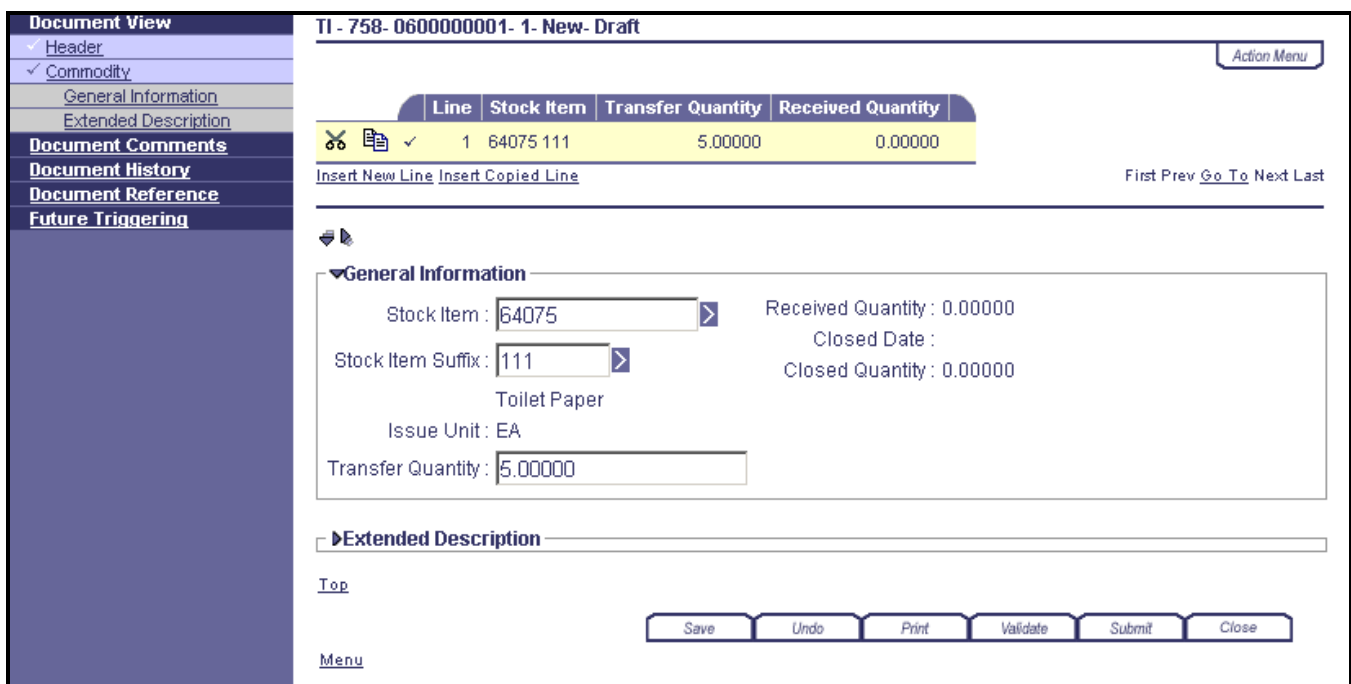
▼Receiving Information  
Receiving Warehouse : LLC1  
Luther Luckett  
Correctional Complex -  
Consumables  
Last Received Date :  
Shipping Additional Info :

6. Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**.

7. Enter the following information:

Required Fields	Values
Stock Item	Click the browse arrow to the right of the field to find the correct commodity. 64075
Stock Item Suffix	111
Transfer Qty	5

8. Click **Save**. Click **Validate**. Check for errors and correct them. Click **Validate** again.



Document View

- Header
- Commodity
- General Information
- Extended Description
- Document Comments
- Document History
- Document Reference
- Future Triggering

TI - 758- 0600000001- 1- New- Draft

Action Menu

Line	Stock Item	Transfer Quantity	Received Quantity
1	64075 111	5.00000	0.00000

Insert New Line Insert Copied Line

First Prev Go To Next Last

General Information

Stock Item : 64075

Stock Item Suffix : 111

Toilet Paper

Issue Unit : EA

Transfer Quantity : 5.00000

Received Quantity : 0.00000

Closed Date :

Closed Quantity : 0.00000

Extended Description

Top

Menu

Save Undo Print Validate Submit Close

9. Click **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*. The document changes to a new Final document. (In Production, the document is submitted to Workflow for approval).

10. Click **Close** to exit the document.

### To Modify TI document:

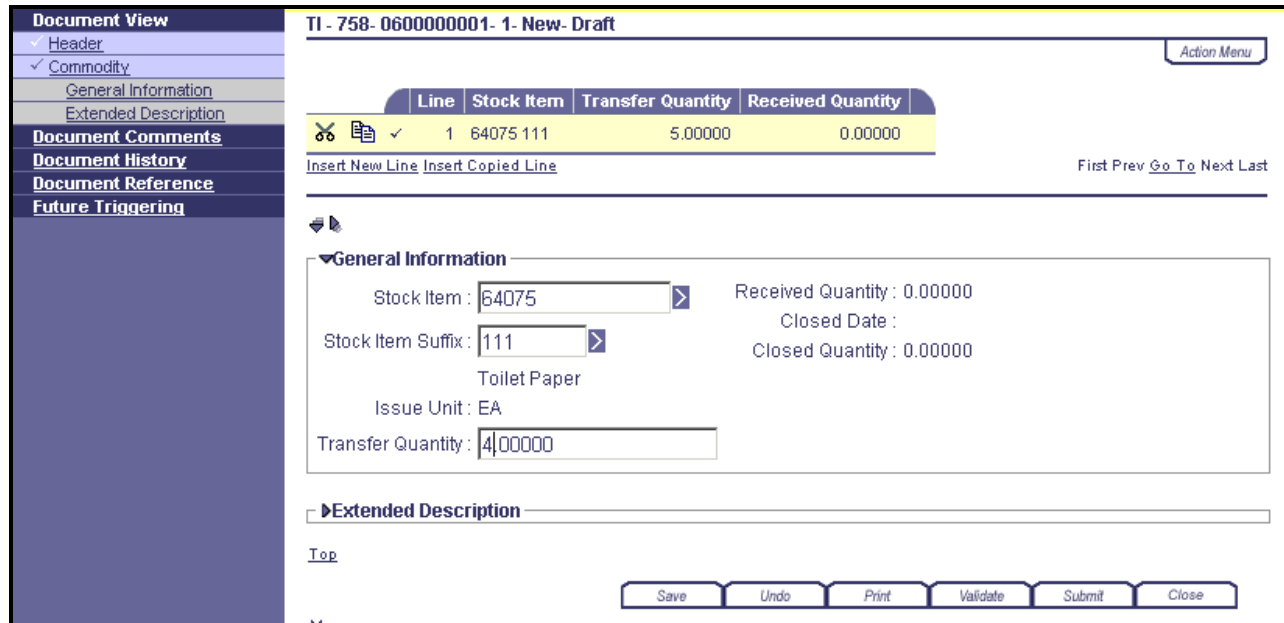
12. Click **Search**. Open the **Document Catalog** from the Secondary Navigation panel. Enter the following information.

Required Fields	Values
Code	TI
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Enter the ID that you wrote down in Step 2 (see Student ID Card)

13. Click **Search**. The TI document opens to the **General Information** section.

14. Click **Edit**. Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section.

15. In the **Transfer Quantity** field, enter 4.



The screenshot shows the eMARS interface for a TI document. On the left is a navigation pane with sections: Document View (Header, Commodity, General Information, Extended Description), Document Comments, Document History, Document Reference, and Future Triggering. The main area is titled 'TI - 758- 0600000001- 1- New- Draft'. It features a table with columns: Line, Stock Item, Transfer Quantity, and Received Quantity. The first row shows Line 1, Stock Item 64075 111, Transfer Quantity 5.00000, and Received Quantity 0.00000. Below the table are links for 'Insert New Line' and 'Insert Copied Line'. The 'General Information' section contains fields for Stock Item (64075), Stock Item Suffix (111), Issue Unit (EA), and Transfer Quantity (4.00000). It also shows Received Quantity (0.00000), Closed Date, and Closed Quantity (0.00000). At the bottom are buttons for Save, Undo, Print, Validate, Submit, and Close.

16. Click **Save**. Click **Validate**. Check for errors and correct them. Click **Validate** again.

17. Click **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*. The document is now a Modified Final document in the Document Catalog.

18. Click **Close** to exit the document.

### To Create TR document:

LLC1 has received the five cases of Toilet Paper. Therefore, you will create a TR document.

19. Click **Search** from the Secondary Navigation Panel. Open the **Document Catalog** and click **Create** to open a new page. Enter the following information.

Required Fields	Values
Code	TR
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Select Auto Numbering.

20. Click **Create**. The new TR document opens to the **General Information** section.

21. Enter the following information:

Required Fields	Values
Document Name	Training Exercise 5 -- TR
Document Description	Toilet paper transfer
Ref Doc Code	TI
Ref Doc Dept	Please refer to your Student ID card.
Ref Doc ID	Enter the ID that you wrote down in Step 2 (see Student ID Card)

22. Click the **Receiving Information** section. Enter the following information:

Required Fields	Values
Received by	Click the Pick List and select StudentXX (where xx is your Student ID#)
Received Date	A week from today

Note: **Receiving Information** and **Issuer Information** section will automatically populate once the TR document is validated, as the information is copied from the referenced TI document.

TR 415 0002000121 1

**Document View**

✓ **Header**

General Information

Receiving Information

Issuer Information

Extended Description

Document Information

Commodity

Accounting

Posting

**Document Comments**

**Document History**

**Document Reference**

**Future Triggering**

**TR - 415- 0002000121- 1- New- Draft** Action Menu

**Header**

**General Information**

Document Name :

Record Date :

Budget FY :

Fiscal Year :

Period :

Ref Doc Code :

Ref Doc Dept :

Ref Doc ID :

Document Description :

**Receiving Information**

Receiving Warehouse :

Received Date :

Received By :

Name :

Phone Number :

Phone Ext :

Email :

☐ **Issuer Information**

☐ **Extended Description**

☐ **Document Information**

23. Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**.

24. Enter the following information in the **General Information** section:

Required Fields	Values
Received	4

25. Enter the following information in the **Reference** section:

Required Fields	Values
Ref Commodity Line	1

TR 415 0002000121 1

Document View

✓ Header

✓ Commodity

General Information

Reference

Extended Description

Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

TR - 415- 0002000121- 1- New- Draft

Action Menu

Line

Stock Item

Transfer Quantity

Received Quantity

Item Total Amount

✂️ 📄 ✓ 0

Insert New Line Insert Copied Line

First Prev Go To Next Last

▼General Information

Stock Item :

Transfer Quantity :

Stock Item Suffix :

Unit Cost :

Issue Unit :

Item Total Amount :

Received Quantity : 4

▼Reference

Ref Doc Code :

Ref Commodity Line : 1

Ref Doc Dept :

Ref Type : Final

Ref Doc ID :

▶Extended Description

Top

Save

Undo

Print

Validate

Submit

Close

Menu

26. Click **Save**. Click **Validate**. Check for errors and correct them. Click **Validate** again.

27. Click **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*. The document is now a New Final document in the Document Catalog.

Note: You can also modify a TR document. Follow the steps above for Modifying a TI document, except search for the TR document using the TR Document ID.

28. Click **Close** to exit the document.

## Exercise 6 — Inventory Adjustment—Create an IA document

### Scenario

An employee at BCC1 realizes that a pair of pants, size 34 has been damaged and can be thrown out. An IA document must be created to adjust the quantity for this stock item.

### Task Overview

Login to eMARS using your Student ID and password and create an IA document.

### Procedures

1. Click **Search**. Open the **Document Catalog** from the Secondary Navigation panel and click **Create** to open a new page. Enter the following information.

Required Fields	Values
Code	IA
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Select Auto Numbering.

2. Click **Create**. The new IA document opens to the **Header General Information** section.

3. Enter the following information:

Required Fields	Values
Document Name	Training Exercise 6
Document Description	Accounting for damaged pants
Warehouse	Click the browse arrow to the right of the field. Find BCC1

IA 758 0600000002 1

Document View

Header

General Information

Extended Description

Document Information

Commodity

Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

IA - 758- 0600000002- 1- New- Draft

Action Menu

Header

General Information

Document Name : Training Exercise--6

Document Description : To understand IA documents

Record Date :

Warehouse : LLC1

Budget FY :

Fiscal Year :

Period :

Document Total Amount : \$0.00

Extended Description

Document Information

Top

Save

Undo

Print

Validate

Submit

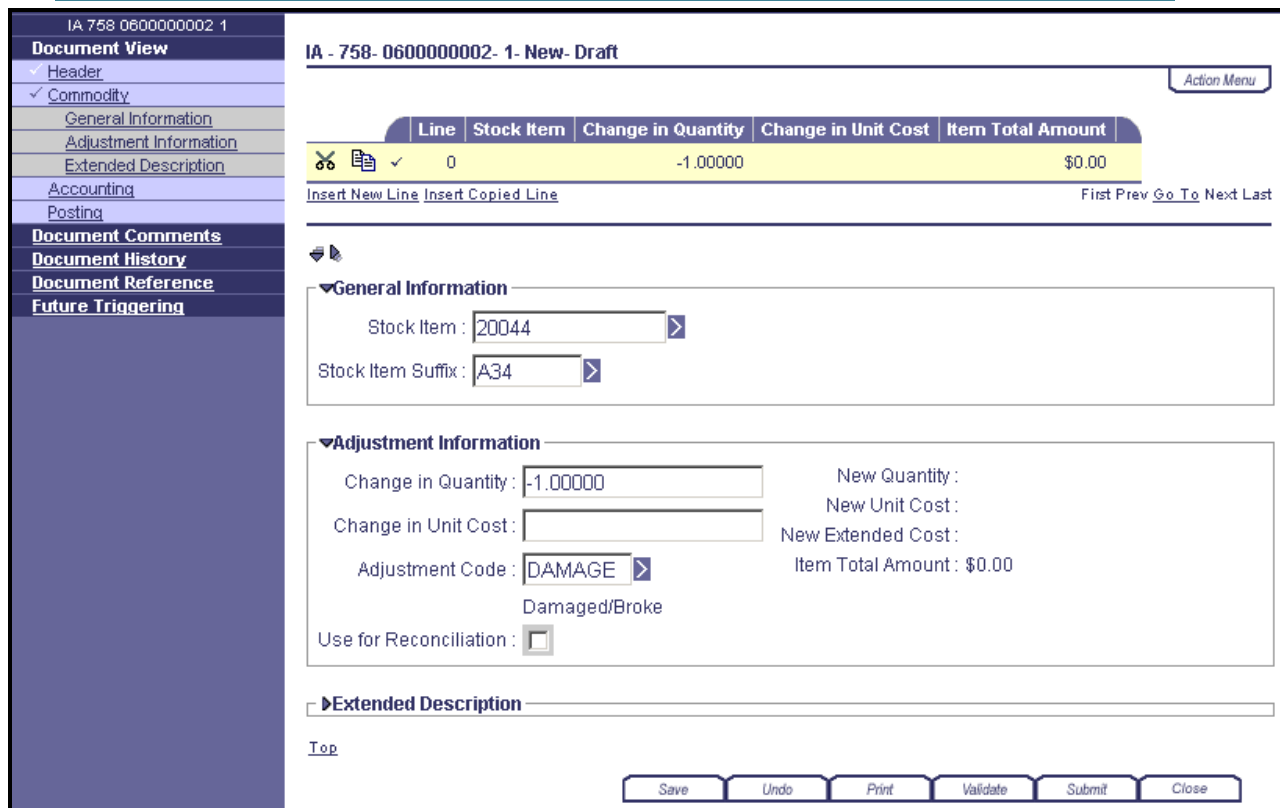
Close

4. Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**.
5. Enter the following information in the **General Information** section:

Required Fields	Values
Stock Item	Click the browse arrow to the right of the field to find the correct commodity. 20044
Stock Item Suffix	A34

6. Enter the following information in the **Adjustment Information** section:

Required Fields	Values
Change in Quantity	- 1
Adjustment Code	Click the browse arrow to the right of the field and Select DAMAGE



7. Click **Save**. Click **Validate**. Check for errors and correct them. Click **Validate** again.
8. **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*. The document is now a New Final document in the Document Catalog.
9. Click **Close** to exit the document.

**Note:** Once submitted, the IA document may not be modified or cancelled.

## Exercise 7 — Issue of Goods—Create OC document

### Scenario

The Supervisor of LLC1 requests 1 highlighter, 1 blanket and 3 Uniform pants, size 34 to be issued to an employee. To track the movement of inventory from warehouse bins into the Supervisor's possession, an OC document is created.

The Supervisor realized that the employee only needs 1 pair of pants. The OC document needs to be modified to change the **Requested Quantity**.

### Task Overview

1. Create an OC document for the Direct Issuance of goods from BCC1.
2. Modify the OC document for the quantity of item.

### Procedures

#### Create an OC document

1. Click **Search**. Open the **Document Catalog** from the Secondary Navigation panel and click **Create** to open a new page. Enter the following information.

Required Fields	Values
Code	OC
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Select Auto Numbering.

2. Click **Create**. The new OC document opens to the **General Information** section.

**Note:** Write down the Document ID number. It is found at the top left of the document. You will need it in when modifying and returning the items in Exercise 9.

### 3. Enter the following information:

Required Fields	Values
Document Name	Training Exercise 7
Warehouse	Click the browse arrow to the right of the field. Find BCC1
Requesting Unit	UNIT
Issuer ID	Click the Pick List and select StudentXX (where xx is your Student ID#)

OC 758 0600000001 1  
**Document View**  
Header  
General Information  
Extended Description  
Document Information  
Accounting Distribution  
Commodity  
Accounting  
Posting  
**Document Comments**  
Document History  
Document Reference  
Future Triggering

OC - 758- 0600000001- 1- New- Draft  
Action Menu  
Load Accounting Profile  
Header  
General Information  
Document Name : Training Exercise 7  
Warehouse : LLC1  
Record Date :  
Requesting Unit : UNIT  
Budget FY :  
Accounting Profile :  
Fiscal Year :  
Issuer ID :  
Period :  
Name :  
Document Description :  
Phone Number :  
Document Total Amount : \$0.00  
Phone Ext :  
Email :  
Extended Description  
Document Information  
Top  
Save Undo Print Validate Submit Close

### To enter the Highlighter:

- Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**.
- Enter the following information in the **General Information** section:

Required Fields	Values
Stock Item	Click the browse arrow to the right of the field to find the correct commodity. 62090
Stock Item Suffix	HY1
Unit Price	Will automatically populate field
Requested Quantity	1
Accounting Template	Please Refer to your Student Card

## 6. Click **Save**.

OC 758 0600000001 1

Document View

✓ Header

Accounting Distribution

✓ Commodity

General Information

Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

OC - 758- 0600000001- 1- New- Draft

Action Menu

Line	Stock Item	Requested Quantity	Unit Price	Line Amount
0		1.00000		

✂

✓

Insert New Line

Insert Copied Line

First Prev Go To Next Last

▼ General Information

Stock Item : 62090

Returned Quantity : 0.00000

Stock Item Suffix : HY1

Returned Amount : 0.00

Returned Date :

Inventory Description :

Bin :

Issue Unit :

Extended Description :

Unit Price :

Requested Quantity : 1.00000

Total Accounting Amount :

Item Sub Total :

Accounting Profile :

Accounting Template :

Top

Save

Undo

Print

Validate

Submit

Close

## To enter the Blanket

- Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**.
- Enter the following information in the **General Information** section:

Required Fields	Values
Stock Item	Click the browse arrow to the right of the field to find the correct commodity. 85012
Stock Item Suffix	W11 (Wool Inmate 1)
Unit Price	Will automatically populate field
Requested Quantity	1
Accounting Template	Please Refer to your Student Card

- Click **Save**.

OC 758 0600000001 1

**Document View**

✓ Header

Accounting Distribution

✓ Commodity

General Information

Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

**OC - 758- 0600000001- 1- New- Draft**

Action Menu

Line	Stock Item	Requested Quantity	Unit Price	Line Amount
✂	0	1.00000		
✂	0			

Insert New Line Insert Copied Line

First Prev Go To Next Last

▼General Information

Stock Item :

Stock Item Suffix :

Inventory Description :

Bin :

Issue Unit :

Unit Price :

Requested Quantity :

Total Accounting Amount :

Item Sub Total :

Accounting Profile :

Accounting Template :

Returned Quantity : 0.00000

Returned Amount : 0.00

Returned Date :

Extended Description :

[Top](#)

### To enter the 3 pairs of pants:

10. Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**.
11. Enter the following information in the **General Information** section:

Required Fields	Values
Stock Item	Click the browse arrow to the right of the field to find the correct commodity. 20044
Stock Item Suffix	A34
Unit Price	Will automatically populate field
Requested Quantity	3
Accounting Template	Please Refer to your Student Card

OC 758 0600000001 1

**Document View**

- ✓ Header
- Accounting Distribution
- ✓ Commodity
- General Information
- Accounting
- Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

**OC - 758- 0600000001- 1- New- Draft**

[Action Menu](#)

Line	Stock Item	Requested Quantity	Unit Price	Line Amount
	0	1.00000		
	0	1.00000		
✓	0			

[Insert New Line](#) [Insert Copied Line](#)

First Prev [Go To](#) Next Last

---

**General Information**

Stock Item :

Stock Item Suffix :

Inventory Description :

Bin :

Issue Unit :

Unit Price :

Requested Quantity :

Total Accounting Amount :

Item Sub Total :

Accounting Profile :

Accounting Template :

Returned Quantity : 0.00000

Returned Amount : 0.00

Returned Date :

Extended Description :

[Top](#)

Save
Undo
Print
Validate
Submit
Close

12. Click **Validate**. Check for errors and correct them. Click **Validate** again.
13. Click **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*. The document changes to a new Final document. (In Production, the document is submitted to Workflow for approval).
14. Click **Print**. Walk through the Print Attachment Process that is explained in Exercise 1.
15. Click **Close** to exit the document.

## Modify an OC document

16. Click **Search**. Open the **Document Catalog** from the Secondary Navigation panel. Enter the following information.

Required Fields	Values
Code	OC
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Enter the ID that you wrote down in Step 2 (see Student ID Card)

17. Click **Search**. The OC document opens to the **General Information** section.

18. Click **Edit**.

19. Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section. Select the third Commodity line so that the information for the pants appears. Enter the following information.

Required Fields	Values
Requested Quantity	2

OC - 758- 0600000001- 1- New- Draft

Action Menu

Line	Stock Item	Requested Quantity	Unit Price	Line Amount
1	62090 HY1	1.00000	\$0.00	\$0.00
2	85012 WM1	1.00000	\$0.00	\$0.00
3	20044 A34	3.00000	\$0.00	\$0.00

Insert New Line
Insert Copied Line

First Prev Go To Next Last

Recalculate Accounting Line Amount

General Information

Stock Item : 20044

Returned Quantity : 0.00000

Stock Item Suffix : A34

Returned Amount : 0.00

Inventory Description : Pants

Returned Date :

Bin : 1

Extended Description :

Issue Unit : EA

Unit Price : \$0.00

Requested Quantity : 2.00000

Total Accounting Amount : \$0.00

Item Sub Total : \$0.00

Accounting Profile :

Accounting Template :

Top

Save

Undo

Print

Validate

Submit

Close

20. Click **Save**. Click **Validate**. Check for errors and correct them. Click **Validate** again.
21. Click **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*. The document is now a Modification Final document in the Document Catalog.
22. Click **Print**. Walk through the Print Attachment Process that is explained in Exercise 1.
23. Click **Close** to exit the document.

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## Exercise 8 — Create a Stand Alone Stock Return (SN) document

### Scenario

An employee at BCC1 wants to return 2 highlighters that his Supervisor gave to him because the wrong number was ordered. Therefore, an SN document is created to place the returned items back into stock.

### Task Overview

Login to eMARS using your Student ID and password and create an SN document.

### Procedures

1. Click **Search**. Open the **Document Catalog** from the Secondary Navigation panel and click **Create** to open a new page. Enter the following information.

Required Fields	Values
Code	SN
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Select Auto Numbering.

2. Click **Create**. The new SN document opens to the **General Information** section.
3. Enter the following information:

Required Fields	Values
Document Name	Training Exercise 8
Document Description	Return highlighter
Warehouse	Click the browse arrow to the right of the field. Find BCC1
Returning Unit	UNIT

#### 4. Enter the following information in the **Returning Information** section :

Returned by	Click the Pick List and select StudentXX (where xx is your Student ID#)
Return Code	Click the browse arrow to the right of the field and Select ITEM

SN 758 0600000001 1

Document View

Header

General Information

Returning Information

Extended Description

Document Information

Accounting Distribution

Commodity

Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

SN - 758- 0600000001- 1- New- Draft

Action Menu

Load Accounting Profile

Header

General Information

Document Name : Training Exercise 8

Record Date :

Budget FY :

Fiscal Year :

Period :

Document Description : Return Highlighter

Ref Doc Code :

Ref Doc Dept :

Ref Doc ID :

Warehouse : LLC1

Returning Unit : UNIT

Accounting Profile :

Document Sub Total Amount : \$0.00

Document Total Amount : \$0.00

Returning Information

Returned By :

Name :

Phone Number :

Phone Ext :

Email :

Return Code : ITEM

Override Fixed Return Charge :

Net Return Charge : \$0.00

Override Return : ☐

Document Refund Amount : \$0.00

5. Click **Commodity** from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**
6. Enter the following information in the **General Information** section:

Required Fields	Values
Stock Item	Click the browse arrow to the right of the field to find the correct commodity. 62090
Stock Item Suffix	HY1
Accounting Template	Refer to your Student Card
Returned Quantity	2
Unit Price	Will automatically generate when the document is validated

SN 758 0600000001 1

Document View

Header

Accounting Distribution

Commodity

General Information

Reference

Extended Description

Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

SN - 758- 0600000001- 1- New- Draft

Action Menu

Line

Stock Item

Unit Price

Line Total

Description

✂

📄

✓

0

Insert New Line Insert Copied Line

First Prev Go To Next Last

General Information

Stock Item : 62090

Stock Item Suffix : HY1

Accounting Profile :

Accounting Template :

Returned Quantity : 2

Unit Cost :

Unit Price :

Issue Unit :

Line Sub Total :

Returned Charge : \$0.00

Line Total :

Reference

Extended Description

Top

Save

Undo

Print

Validate

Submit

Close

7. Click **Save**. Click **Validate**. Check for errors and correct them. Click **Validate** again.
8. Click **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*. The document is now a New Final document in the Document Catalog.
9. Click **Print**. Walk through the Print Attachment Process that is explained in Exercise 1.
10. Click **Close** to exit the document.



This page intentionally left blank.

## Exercise 9 — Create a Stock Return (SN) document referencing an OC document

### Scenario

An employee at the BCC1 wants to return one of the pairs of pants, size 34; he originally requested two pairs. Therefore, a BCC1 employee creates an SN document. To be more efficient, the employee references the OC document, which originally requested the two pairs of pants; this way, proper and accurate tracking of the inventory results and effects the appropriate locations.

Note: If the situation allows, always reference the appropriate OC document when creating an SN document. It is faster and easier, as you do not have to retype specifics.

### Task Overview

Login to eMARS using your Student ID and password and create an SN document by copy forwarding from an OC document.

### Procedures

1. Click **Search**. Open the **Document Catalog** from the Secondary Navigation panel and enter the following information.

Required Fields	Values
Code	OC
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Use the document ID from Exercise 7

2. Click **Copy Forward**.
3. The Copy Forward page opens. Enter the following information below the “To Document” line.

Required Fields	Values
Dept	Please refer to your Student ID card.
Unit	UNIT
ID	Auto number

There should be a “check” on the SN line. Click **OK**.

4. The new SN document opens to the **General Information** section. Information on the SN should already be present, from the OC document.
5. Enter the following information in the **Returning Information** section :

<b>Return Code</b>	Click the browse arrow to the right of the field and select ITEM
--------------------	--

6. Click **Commodity** from the Secondary Navigation panel. The page opens to the **General Information** section.
7. Delete Commodity lines 1 & 2 by clicking the Scissors icon on each line. The 3<sup>rd</sup> Commodity line should remain, which shows the information for the pants.

Required Fields	Values
Accounting Template	Please Refer to your Student Card
Returned Quantity	1

Note: In the **Reference** section, information is Read-only and reflects the specifics of the OC document.

8. Click **Save**. Click **Validate**. Check for errors and correct them. Click **Validate** again.
9. Click **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*. The document is now a New Final document in the Document Catalog.
10. Click **Print**. Walk through the Print Attachment Process that is explained in Exercise 1.

## Logout

You will conclude this exercise by logging out of the application:

11. Click **Logout**. This closes the eMARS application and ends your session. You can now close the open browser windows.

**NOTE:** Please remember to select Logout prior to closing your eMARS session. Just closing the page will not immediately end your session.

## Inventory Answers

**Question #1: When inventory is transferred from warehouse A to warehouse B, what document does warehouse A create?**

Answer: C Warehouse A transfers the item, so, therefore, creates the Stock Issue (TI) document

**Question #2: What inventory table(s) is/are updated when documents are submitted?**

Answer: C Both. Inventory Maintenance (INVN) and Inventory Inquiry (INVNQ) tables

**Question #3: Which of these documents are printed using the Print Attachment Process?**

Answer: D The RC and SN documents must be printed. The IA and OC documents must also be printed.

**Question #4: True or False: The suffix code will be used in eMARS each time a Stock Item is created.**

Answer: A True. The suffix code will provide more detail (i.e. color, size, etc.) about the commodity, as there will be several items that have the same commodity code.

**Question #5: Where do you verify if an item has been Frozen for Accounting?**

Answer: A Inventory Inquiry (INVNQ) table. In the **General Information** section, the **Frozen for Accounting** box will be checked if an item has been frozen.

**Question #6: True or False: An IA document cannot be modified or cancelled once it has been submitted.**

Answer: A True. If the IA document has been submitted, a new IA document needs to be created to adjust the original IA document.

**Question #7: On a RC document, which section on the Secondary Navigation bar leads you to the Shipment Indicator (where you are able to select partial or final shipment)?**

Answer: A Commodity link → General Information → **Shipment Indicator**. The **Shipment Indicator** is a drop down menu.

**Question #8: What is the name of the table that is used to order Commodities?**

Answer: A Universal Requestor Catalog Search (URCATS)

**Question #9: Which of the following are responsibilities of the Warehouse/Storage Facility?**

Answer: A B&C are incorrect because both actions are done by the Business Office.

